

## **Supervisor Responsibilities for Employee Injury**

- ☒ Provide injured employee with several copies of Physician's Statements (C.S. Form 227) and postage-paid envelopes.
- ☒ Advise worker of availability of transitional duty and City's desire and intent to return employee to work.
- ☒ Maintain weekly contact with employee to inquire about recovery and prognosis for return to work.
- ☒ Monitor Work Ability Guidelines compliance by injured worker.
- ☒ Call your Designated Departmental Representative upon notice of employee's release to full or transitional duty.
- ☒ Contact Designated Departmental Representative for assistance if you cannot provide a transitional duty job for injured worker. **Do not send employee home if released to return to work!**
- ☒ Report any problems injured worker might have while on transitional duty to Designated Departmental Representative.
- ☒ Assist the Designated Departmental Representative with alternate options if necessary.

***THE OCCURRENCE OF AN ON-THE-JOB INJURY SHOULD NOT  
DIMINISH THE EMPLOYEE-EMPLOYER RELATIONSHIP.***